

**FY2017 SERVING SANDY SPRINGS
NON-PROFIT FUNDING AND SUPPORT PROGRAM**

Project Period: July 1, 2016 – June 30, 2017

The Serving Sandy Springs Non-profit Funding and Support Program was created by the Sandy Springs City Council to support area non-profit organizations that contribute to the creation of a sense of community and place for Sandy Springs residents and visitors. Since 2009, the Sandy Springs City Council has made funding available to support non-profit organizations.

Program Requirements

The applicant's proposed project or activity must meet a public need and directly benefit City residents, and must support the goals and objectives of at least one (1) of the City's adopted priorities, which are:

- | | |
|--|-------------------------|
| a. Public Safety | e. Community Appearance |
| b. Transportation | f. Downtown Development |
| c. Recreation and Cultural Enhancement | g. Economic Development |
| d. National Resource Protection | h. Sustainable Growth |

Resources are available for projects completed July 1, 2016 – June 30, 2017.

Eligibility

To be eligible for funds, the organization must meet the following criteria:

- Be a 501(c)(3) qualified non-profit organizations in good standing;
- Substantially serve residents of the City of Sandy Springs; and
- Provide programs or services to residents of the City.

Organizations without valid 501(c)(3) standing and those that do not directly benefit the City or its residents in a legitimate public service enterprise need not apply and will not be considered for the granting of resources. The City will not award support for the following projects and/or organizations:

- Programs that promote religion or religious themed events
- Organizations that support political activities and/or private interests
- Organizations that discriminate based on race, color, religion, gender, national origin, disability, sexual orientation or age

Resources will not be granted to support operational, administrative or fundraising functions.

Additionally, the City, as a fiduciary, requires a direct relationship with non-profit organizations receiving resources under this policy. Therefore, the City will not provide resources to organizations that, in turn, pass awarded funds through to other entities. However, a non-profit organization that passes through funds to other non-profit entities may apply for funding to support direct programming or events that further at least one (1) of the City's adopted priorities.

For additional information regarding the FY2017 Serving Sandy Springs Non-profit Funding and Support Program or the City's Non-Profit Policy, please contact Ms. Raquel Gonzalez, City Manager's Office, at (770) 206-1419 or rgonzalez@sandyspringsga.gov.

How to Apply

The deadline to apply for the FY2017 SSS program is **Friday, July 1 at 5:00 PM**. Applications and materials submitted after this deadline will not be reviewed or considered.

A workshop to assist in the completion of the application will be held at City Hall in the Training Room located adjacent to Council Chambers on Tuesday, June 14, 2016 at 1:00 PM. While this workshop is not mandatory, applicants are encouraged to attend as it will help non-profit organizations prepare the most competitive application possible for the limited resources available.

All applications must be submitted online at <http://www.sandyspringsga.gov/business/doing-business-with-the-city/non-profit-funding>. In addition to completing the online form, applicants must provide the following information (uploaded as a **single, PDF** document):

1. **Project Proposal** (not to exceed five (5) pages).
 - a. Explain how the program or project will meet a public need of the residents of the City and further an adopted priority of the City.
 - b. Describe the population that will be served by the requested resources.
 - c. Detail the project timeline and deliverables.
 - d. Explain whether the non-profit organization's mission or services are duplicated by other organization(s) and if so, how collaboration and coordination of services occurs.
 - e. Describe the projected impact and anticipated outcomes of the project, as well as how your organization will measure the project's success.
 - f. Provide a complete and detailed project budget, using the following budget categories: Supplies, Equipment, Travel, Contracted Services, and Professional Services. Include both project expenses, and any in-kind contributions and/or other support that may leverage the proposed project's budget. Identify the status of in-kind contribution and other support as "requested" or "secured". **Please note that resources will not be granted to support operational, administrative or fundraising functions.**
2. **Organization Overview** (not to exceed twelve (12) pages), to include the following:
 - a. List of paid staff and salaries.
 - b. List of the organization's board of directors, including lengths of service, terms of office, officer assignments, and a *statement confirming the composition of the current board of directors meets the organization's bylaw requirements and an explanation if it does not.*
 - c. Copy of the organization's multi-year plan to achieve financial stability.
 - d. Copy of the applicant organization's most current financial statement (completed within last twelve (12) months), including balance sheet and profit and loss statement. The balance sheet must include an explanation for any reserves held by the organization.
 - e. Copy of the prior year IRS tax return or IRS 990 form.
 - f. Copy of the organization's 501(c)(3) certificate and the annual certificate of registration with the Georgia Secretary of State's Office authorizing non-profit status.
 - g. Certification executed by an authorized officer of the organization in the following form:

"I have the authority and hereby certify that the information contained in this application and accompanying documents are true, that all financial documents have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization.

Name (printed): _____

Title (printed): _____

Signature: _____

Date signed: _____"